



CITY OF DURHAM | NORTH CAROLINA

Date: January 6, 2011

To: Thomas J. Bonfield, City Manager

Through: Theodore L. Voorhees, Deputy City Manager

From: Joel V. Reitzer, Jr., Director, General Services Department
John P. Gregory, Assistant Director, General Services Department
Doreen Sanfelici, Project Management Team Leader
John Paces-Wiles, Construction Project Manager

Subject: Professional Services Agreement for Roof and Envelope Assessment and Design Services for Eight City of Durham Facilities

Executive Summary

In June 2010, City Council allocated \$500,000 for a deferred facilities maintenance fund to be included in the FY2010-11 Operating Budget to address deferred maintenance issues. General Services developed a prioritization of needs of City facilities to best utilize these deferred maintenance funds. It was determined that repair and replacement of failing roof and building envelope systems are critical to extending the lifespan of City assets. The following City buildings were identified as having the most immediate needs relating to roof and envelope issues: the Rigsbee Ave. Police Substation, the Armory, Fire Station 2, Fire Station 1, Fire Station 11 and the Fleet Maintenance Facility. Of these facilities, the Rigsbee Substation and Fire Station 2 are being addressed in separate projects. The current funding for deferred maintenance is insufficient to address all identified deferred maintenance needs at each building. In anticipation of further limited funding for deferred maintenance in the coming year, General Services has identified four additional facilities which also have immediate needs related to roof and envelope issues. These facilities are: Public Works Operation Center, Police Headquarters, Parks and Recreation Main Office and the General Services Facility.

General Services recommends performing roof and envelope assessments of these eight facilities and, based on the results of the assessment combined with available funding, proceed to design and construction for up to four of these facilities using current funds, and proceeding with the remaining projects as funds become available.

In November 2010, staff selected Conley Group, Inc., of Irving, Texas, through a Request for Qualifications (RFQ) process, as the best qualified, most responsive company to perform building analysis and design services for these projects. This agenda item requests City Council approval for assessments of eight facilities and full design services for up to four facilities with the Conley Group.

Recommendation

General Services recommends obtaining roof and/or building envelope assessments at each facility to provide more accurate estimates as well as a complete scope of work for design services and construction. In order to proceed to the design phase efficiently and encumber funds for construction prior to the end of FY2010-11, the General Services Department requests that the City Manager be given sufficient authority to amend the professional services contract to include complete design services for up to four facilities based on prioritization and recommendations in the final assessment reports. The four facilities that may proceed to construction, based on preliminary information, are: the Armory, Fire Station 1, Fire Station 11, and the Fleet Maintenance Facility.

Therefore it is recommended that the City Council:

1. Authorize the City Manager to execute the Conley Group, Inc., Professional Services Contract in an amount of \$75,900.00 for building analysis of all eight facilities;
2. Establish a contingency in the amount of \$7,600.00, and authorize the City Manager to negotiate and execute change orders to the Conley Group, Inc., Professional Services Contract for building analysis so long as the total contract amount does not exceed \$83,500.00; and
3. Authorize the City Manager to negotiate and execute a full design services contract amendment with the Conley Group, Inc. for four identified facilities, provided the total design services contract does not exceed \$169,600.00.

Background

In November 2008, the Citizen Capital Improvement Program Committee (CCIP) made a presentation to the City Manager that included a recommendation to include a dedicated line item in the annual operating budget for normal cyclical maintenance and repair funding for existing City assets, beginning in July 2009. They advocated for 1% or more of the City's Operating Budget to be dedicated annually for maintenance. The CCIP envisioned that the fund would be used for maintenance that falls within accepted industry "useful life" standards for repair or replacement, to maintain current usefulness and value (e.g. roof replacements after 20 years, HVAC replacement after 25 years).

As part of the development of the FY2010-11 Operating Budget, the City Manager included a dedicated Deferred Facility Maintenance line item. A limited appropriation of \$500,000 was recommended for this fund. Decreased revenues and difficult economic times prevented the City Manager from recommending more funding for this initiative at that time.

Issues/Analysis

Initial funding from the FY2010-11 Deferred Maintenance Budget does not fully fund design and construction of all of the eight identified facilities. Preliminary information anticipates that an additional \$2,434,000 would be required to complete all roof and/or envelope repairs (excluding other building deferred maintenance needs) at these eight buildings. In order to best utilize the available deferred maintenance funding, General Services proposes an initial design assessment of the eight City of Durham facilities, as noted, to determine full scope and accurate estimates. A design phase for roof and/or envelope repairs to up to four buildings requiring the most critical attention is expected to immediately follow the assessment in order to proceed to the design phase efficiently and encumber funds for construction before the end of the current fiscal year. Should additional funding be allocated

in FY2011-12, the City will be prepared to proceed to design and construction efficiently on the roof and building envelope issues at the remaining buildings identified.

General Services expects that roof and building envelope repairs will be completed with current funding at up to four facilities, but addressing roof and envelope issues at all four facilities identified above would require an additional \$831,300 investment by City Council.

Cost of assessment and design services and preliminary construction costs provided by Conley Group:

	Assessment	Design Services	Roof Const.	Wall Const.
1. The Armory	\$5,800	\$27,600	\$200,000	\$190,000
2. Fire Station 1	\$6,000	\$22,200	\$155,000	\$100,000
3. Fire Station 11	\$3,800	\$10,100	\$27,000	\$25,000
4. Fleet Maintenance	\$5,800	\$26,200	\$321,000	\$45,000
Construction Contingency (10%)	-	-	\$70,300	\$36,000
Subtotal	\$21,400	\$86,100	\$773,300	\$396,000
5. PW Operations Center	\$9,600	\$47,100	\$240,000	\$210,000
6. Police HQ (Roof Only)	\$2,800	\$14,700	\$187,000	-
7. DPR HQ	\$19,300	\$48,800	\$125,000	\$330,000
8. General Services	\$9,800	\$15,900	\$75,000	\$175,000
Construction Contingency (10%)	-	-	\$62,700	\$71,500
Subtotal	\$41,500	126,500	\$689,700	\$786,500
Allowances	\$13,000			
TOTAL	\$75,900	\$212,600	\$1,463,000	\$1,182,500

Requested Authorization:

Assessment – Eight Facilities	\$75,900
Design Services – Four Facilities	\$86,100
Contingency	<u>\$ 7,600</u>
	\$169,600

Alternatives

One alternative would be to limit the number of facilities for the assessment phase of the project. Staff recommends against this alternative, as the proposed assessment scope of all eight facilities will provide the City with a more accurate scope and cost estimate of necessary repairs for budgeting purposes for the coming year.

Another alternative would be to contract for the assessment and complete design services for all eight buildings. Staff recommends against this option. Adequate funding for construction does not exist currently for all eight projects.

Financial Impacts

Project Funding Sources:

Deferred Maintenance (FY2010-11 CIP)	\$500,000.00
Total appropriated funds	\$500,000.00

Funding Uses Summary:

Design	
Design Services Assessment of eight facilities	\$75,900.00
Design Services of four facilities	\$86,100.00
Design Contingency (10%)	\$7,600.00
SubTotal Design Services	\$169,600.00
Construction Budget	\$300,400.00
Construction Contingency (10%)	\$30,000.00
Total Project Budget	\$500,000.00

SDBE Summary

The Equal Opportunity/Equity Assurance Department reviewed the proposal submitted by Conley Group, Inc. of Irving, Texas to determine compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting. It was determined that Conley Group, Inc. was in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.

SDBE REQUIREMENTS

No MSDBE or WSBE goals were set.

Conley Group, Inc. will subcontract to the following certified firm:

Firm	ID	City/State	Amount	% of Contract
Ellen Cassilly Architect, Inc.	WSDBE	Durham, NC	\$15,000.00	19.76%

WORKFORCE STATISTICS

Workforce statistics for Conley Group, Inc. are as follows:

Total Workforce	47	
Total Females	12	(26%)
Total Males	35	(74%)
Black Males	1	(2%)
White Males	32	(68%)
Other Males	2	(4%)
Black Females	0	(0%)
White Females	10	(22%)
Other Females	2	(4%)